

# Clermont County Child Care Program

Parent Information: (513) 732-7111

Child Care Fax # 732-7477

## **PLEASE READ CAREFULLY**

Your eligibility is based on your need for child care services for employment, school/training, or Workforce activities and your gross income and family size. All income must be reported. A twelve (12) month reapplication process is required if your initial application is approved.

**You are required to inform this agency of any changes in your circumstances within ten days from the date the change occurs.**

### **When to Call Your Child Care Eligibility Worker:**

- Changes in Employment/income (hours, start/stop/add a job, raise, overtime etc.)
- Changes in School or Training (new/change in schedule, stop attending or graduation, etc.)
- Changes in Workforce activities (self- sufficiency plan, hours, days, etc.)
- Changes in family size (anyone moves in/out, birth of a child, divorce, marriage, etc.)
- Changes in address or phone number
- Prior to changing Child Care providers

### **What the Child Care Program Will Not Pay**

- Use of your child care services for personal time (doctor, grocery, study time, etc.).
- If you stop working or going to school.
- When the child is with the absent parent.

### **Hours of Care**

Child care services are provided during your verified work, school, training, or Workforce activity hours only, including reasonable travel time. If you are a two-parent family, we will only pay for hours both parents are involved in work, training, or Workforce activities. The last one leaving for work or school should drop off the children and the first one to get off work or school should pick up the children.

### **Co-Payments**

Most families are required to pay a weekly co-payment based on family size and income. All co-payments are paid directly to the child care provider according to a prearranged agreement with the child care provider. Failure to make a co-payment is reason for termination from the program.

### **Attendance**

Your child's attendance at your provider will be recorded via a swipe card that will be issued to you once your case is approved. Please read all the information/instructions that come with your swipe card as it must be activated upon receipt. Contact your worker with any questions.

### **Absence Days**

An absence day is a day that your child is scheduled and authorized for care and the care would have been provided by your provider had the child attended. Ten absent days are reimbursable from the January billing cycle to the June billing cycle. Beginning with the July billing cycle you will receive ten additional absent days to be utilized through the December billing cycle. Please keep in mind that you will be required to pay the child care provider fees charged for absentee days that exceed the allowable number paid by the county.

### **Child Care Caseworkers**

Tony Dewar – [dewara@odjfs.state.oh.us](mailto:dewara@odjfs.state.oh.us) 732-7164  
Sherry Hughes – [hughes@odjfs.state.oh.us](mailto:hughes@odjfs.state.oh.us) 732-7211